

**ADMINISTRATIVE - INTERNAL USE ONLY**

## Outline of On-The-Job Training for

18-25 April 1966

STATINTL

I. Overall Program concept, development and administration; laws and regulations.....	1:30 PM 18 April
II. Forms Management, Reports Management....	9:00 AM 19 April
III. Correspondence Management, Mail Management and Document Control .....	9:00 AM 20 April
IV. Records Disposition .....	1:30 PM 21 April
V. Filing Systems, Equipment, Classification Plans, and Vital Records .....	9:00 AM 22 April
VI. Archives and Records Center Operations..	ALL DAY 25 April

STATINTL

Chief, Records Administration Staff

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